

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY (TA)  
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070**

**MINUTES OF MARCH 6, 2014**

**MEMBERS PRESENT:** D. Canepa, R. Foust, C. Groom, D. Horsley, K. Matsumoto (Chair), T. Nagel, N. Patridge

**STAFF PRESENT:** J. Averill, J. Cassman, C. Cavitt, C. Chan, E. Goode, G. Harrington, C. Harvey, R. Haskin, J. Hurley, J. Slavitt, M. Martinez, N. McKenna, S. Murphy, M. Scanlon, M. Simon

Chair Karyl Matsumoto called the meeting to order at 5:01 p.m. and led the Pledge of Allegiance.

**CITIZENS ADVISORY COMMITTEE (CAC) REPORT**

CAC Chair Barbara Arietta reported on the meeting of March 4, 2014 (see attached).

**CONSENT CALENDAR**

- a. Approval of Minutes of February 6, 2014
- b. Acceptance of Statement of Revenues and Expenditures for January 2014
- c. Receive and File Measure A Program Status Report

A motion (Groom/Patridge) to approve the consent calendar was approved unanimously.

**PUBLIC COMMENT**

None

**CHAIRPERSON'S REPORT – KARYL MATSUMOTO**

Chair Matsumoto said the TA CAC is accepting applications to fill six seats. Applications are due April 4.

**SAN MATEO COUNTY TRANSIT DISTRICT (DISTRICT) LIAISON REPORT – KARYL MATSUMOTO**

Chair Matsumoto said District Board member Art Lloyd is retiring after the April meeting but will remain in an advisory role.

**JOINT POWERS BOARD (JPB) REPORT**

Michael Scanlon, Executive Director, reported:

- Key Caltrain Performance Statistics – January 2014 compared to January 2013
  - Monthly Performance Statistics
    - Total Ridership was 1,349,941, an increase of 9.5 percent.
    - Average Weekday Ridership was 49,399, an increase of 9.5 percent.
    - Total Revenue was \$5,786,922, an increase of 10.3 percent.
    - On-time Performance was 92.7 percent, a decrease of 1.6 percent.
    - Caltrain Shuttle Ridership was 9,093, an increase of 16.8 percent.
  - Year-to-date Performance Statistics
    - Total Ridership was 9,777,440, an increase of 9.1 percent.

- Average Weekday Ridership was 52,128, an increase of 8.9 percent.
- Total Revenue was \$42,688,981, an increase of 8.3 percent.
- On-time Performance was 92.4 percent, an increase of 2.2 percent.
- Caltrain Shuttle Ridership was 7,687, a decrease of 9.1 percent. This is because of the count problems on the Marguerite Shuttle over the year.
- Baseball service will be provided for Giants exhibition games on March 27 and 28 at AT&T Park.
- Caltrain recently completed the annual passenger counts. The results will be shared with the JPB at a future Board meeting.
- Staff is working with Santa Clara Valley Transportation Authority (VTA) to provide service for the new Levi's Stadium.
- The new San Bruno Caltrain Station will open in April.
- The Board:
  - Received an update on the Peninsula Corridor Electrification Project Draft Environmental Impact Report, which was released on February 28.
  - Accepted the Statement of Revenues and Expenses for January 2014. Revenues [sic expenses] are better than budget and expenses are less than budget.
  - Authorized award of an Independent Contractor Agreement to DConsult, LLC for Director, Project Delivery Services, for the Caltrain Modernization (CalMod) Program in the amount of \$4.3 million for a six-year term and amended the contract for executive recruitment with Boyden Global Executive Search.
  - Authorized the award of contract to B&G Transportation Group to provide systems safety work for the CalMod Program and other Caltrain safety projects in the amount of \$1,724,400 for a three-year term.
  - Authorized entering into a lease agreement with PTC-220, LLC for radio spectrum for the Communications-based Overlay Signal System operations in an estimated amount of \$150,000 for five years.
  - Authorized the award of contract to LTK Engineering Services, Inc. for on-call electric multiple unit rail vehicle support services for the CalMod Program for a not-to-exceed amount of \$24,240,000 for a six-year base term.
  - Authorized the award of contract to TranSystems Corporation for on-call general engineering consultant design review services for a not-to-exceed amount of \$1,500,000 for a three-year term.
  - Authorized the award of contract to Shaw/Yoder/Antwih, Inc. and Edelstein Gilbert Robson and Smith, LLC to provide State legislative advocacy services for a firm-fixed price of \$402,974 for a five-year term.
  - Authorized increasing the executive director's change order authority by \$196,000 for the San Mateo Bridges Replacement Project – Advanced Site Preparation.
  - Authorized submitting an application for Transit Performance Incentive funding to the Metropolitan Transportation Commission (MTC) for \$1.42 million to help fund the installation of a new control point on the Caltrain mainline in San Carlos.

- o Authorized submitting a grant application and executing a funding agreement with the TA and the San Mateo City/County Association of Governments (C/CAG) for San Mateo County Shuttle Program funds for \$2.5 million.
- o Received the Capital Projects Quarterly Status Report for the 2<sup>nd</sup> quarter of Fiscal Year (FY) 2014.

Director Carole Groom asked if there is an electronic fare payment system for Caltrain. Mr. Scanlon said Clipper is a fare payment system option on the train and has about 70 percent market penetration.

Director Groom asked if there is a mandate that Caltrain needs to do counts by hand. Mr. Scanlon said the Clipper will not provide count information, only fare information. The ons and offs at specific stations including bike boardings, bumps, and other information are provided by the counts. He said all year long the ridership projections and estimates are from a methodology based on ticket sales and fares, and the counts validate the methodology. He said staff will make a presentation to the Board at a future meeting.

Director Naomi Patridge asked if passengers going to Levi's Stadium would have to take a SamTrans bus to Mountain View, and then be required to take the VTA to the stadium. Mr. Scanlon said if passengers were using Caltrain they would transfer at the Mountain View Station to VTA. Mr. Scanlon said VTA will put in more direct service into Milpitas on the light-rail system.

Director Terry Nagel said she would be interested in the counts presentation because financial allocations are based on the counts. Mr. Scanlon said staff can report the counts to the TA Board when the report is ready.

Director Nagel asked if the new trains will have better signage. Mr. Scanlon said the electric multiple units are more transit-friendly cars and have more opportunities to put up better signage. He said the train numbers are on the train where the side-view mirror would be and the electronic visual display message boards also show the train number in the station.

Director Nagel asked when the Electrification Project will begin. Mr. Scanlon said the final Environmental Impact Report might be approved in the fall, and the project might be started by the end of this year or sometime next year.

## **REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Scanlon reported:

- The Local Shuttle Program Call for Projects (CFP) solicitation closed on February 14. The TA received 35 candidate shuttle projects requesting more than \$7 million. The total amount of funding available is \$7 million. A panel is evaluating the projects and staff will come to the Board with an informational item in April and recommendations for award of the contracts in May.

- The Highway 101/Broadway Interchange in Burlingame was advertised for construction bids on February 24. The total cost estimate is \$83 million. This will be funded with local, State, and Federal sources. Construction is expected to start in spring or early summer and should be finished in the summer of 2017.

## **FINANCE**

### **Authorize the Reallocation of \$100,000 in Original Measure A Caltrain Program Funds for the Hillsdale Station Area Project to the Peninsula Corridor Joint Powers Board**

Eva Goode, Manager, Budgets, said the JPB has requested to use \$100,000 of previously budgeted and allocated funds to partner with the city of San Mateo on the study of the Hillsdale Station area. The city will also commit \$100,000 to the study.

A motion (Foust/Canepa) to authorize the reallocation of \$100,000 in Original Measure A Caltrain Program funds for the Hillsdale Station Area Project to the JPB was approved unanimously by roll call.

### **Authorize Award of Contract to Khouri Consulting (Khouri) for State Legislative Advocacy Services for a Firm-fixed Price of \$223,008 for a Five-year Term**

Cheryl Cavitt, Director, Contracts and Procurement, said Khouri will provide the TA with services such as analysis of legislation, policy, regulations, as well as developing and implementing strategies to advance the TA's interest with a variety of legislative, policy and regulatory entities. She said Khouri engaged in a competitive Request for Proposals process and received the highest ranking. Khouri has specialized expertise with agencies that administer sales tax for multi-modal purposes.

Director Nagel said it is unusual to engage a consultant for five years. Ms. Cavitt said the TA's contracts are typically five years in length and all contracts for the TA have escape clauses in case the awardee fails to perform.

Director Groom said Gus Khouri has been working for the TA for a long time, but now he has his own firm.

A motion (Horsley/Groom) to authorize the award of contract to Khouri Consulting for State legislative advocacy services for a firm-fixed price of \$223,008 for a five-year term was approved unanimously by roll call vote.

## **PROGRAM**

### **Program Report: Pedestrian and Bicycle Program Call for Projects**

Joel Slavit, Manager, Programming and Monitoring, presented:

- Three percent of the Measure A Program is for the Pedestrian and Bicycle Program.
- The purpose of the program is to fund specific projects to encourage and improve walking and bicycling conditions.
- The 2004 Transportation Expenditure Plan includes a list of candidate bikeways and overcrossings but other projects can be considered.
- The TA Strategic Plan calls for the following:
  - Funding considerations are made through a CFP.
  - Project review committees evaluate applications.

- Projects are reviewed based on a set of evaluation criteria, which were approved as part of the adoption of the Measure A Implementation Plan.
- Funding recommendations are anchored with the evaluation criteria.
- Evaluation criteria consists of:
  - Project readiness and need – 35 percent
  - Effectiveness – 35 percent
  - Policy consistency – 10 percent
  - Funding leverage – 10 percent
  - Sustainability – 10 percent
- Twenty-three applications were submitted from 15 sponsors.
- A total of \$9.3 million was requested, but after the mid-year budget revision, \$5.7 million is available.
- Ten applications can be funded within the available funding.

Director Rosanne Foust said the 11<sup>th</sup> and 12<sup>th</sup> projects are so close to the current funding line. She asked if the TA has ever borrowed future sales tax revenue to fund additional projects. Mr. Scanlon said yes, but this report is just informational and staff will have to investigate to see if there is a way to fund more projects.

Mr. Slavitt continued:

- Nine of the projects recommended for funding will result in full implementation. Only one preconstruction-only project is ranked high enough to be funded.
- Distribution of project proposals:
  - North County – six projects totaling \$2.5 million
  - Mid County – nine projects totaling \$4.3 million
  - South County – five projects totaling \$1.9 million
  - Coastside – three projects totaling \$600,000
- Distribution of projects recommended for funding:
  - North County – three projects totaling \$1.5 million
  - Mid County – three projects totaling \$2 million
  - South County – four projects totaling \$1.9 million
- Next steps:
  - April – TA Board approved proposed program of projects
  - April/May – TA enters into funding agreements with project sponsors

Director Nagel asked when the next CFP would be. Mr. Slavitt said the next one will be in 2016.

Director Don Horsley said this is the first opportunity to apply for a grant for the San Mateo County Midcoast Multi-modal Trail. He said the coast is spread out and this trail would connect many little villages to Half Moon Bay.

Director David Canepa asked if there is any way to find additional funding to support the Midcoast project.

Mr. Slavitt said the evaluation committee looked at each project and recommended funding for only one of the two segments for one particular project. This saved some funding that could be applied to other projects. He said the TA has borrowed funding

from future revenues in the category. He said other grant programs are available. He said the State and the MTC will be issuing a CFP to use Alternatives Transportation Program funds that could potentially fund more of these projects.

Director Patridge said she does not want any of the projects that are in the top 10 to be removed in order to fund other projects. She said she is supportive of finding other ways to fund the 11<sup>th</sup> and 12<sup>th</sup> projects.

Chair Matsumoto said the county now has a full-time bike/pedestrian coordinator whose responsibility is to locate other sources of funding.

#### Public Comment

Ann Wengert, Mayor, Portola Valley, said she is here to show town support for its first effort to participate in the use of Measure A funds. She said there has been a huge increase in bike riders and pedestrians in Portola Valley. She expressed gratitude to the evaluation committee, the CAC and the Board.

Howard Young, Public Works Director, Portola Valley, said the Portola Valley project is a very worthy project and is supported by the community. He thanked the evaluation committee, the CAC and Board.

Leslie Latham, Local Traffic Committee, Portola Valley, said city staff received 300 signatures on a petition in support of the project. She said 14 percent of the signatures were from Portola Valley and the rest are from 24 other cities. She said this project serves the broader community. She thanked the Board.

Lisa Ketcham, Chair, Midcoast Community Council, said the council wrote in support of the Midcoast Multi-modal Trail. She said the trail was in the 2009 Measure A Strategic Plan and she has been waiting for this project to be funded. She said the Naomi Patridge Trail in Half Moon Bay goes almost to the city line and the Midcoast has more people than Half Moon Bay, but is not connected to the trail yet. She said Highway 1 is the only road to get from one village to next and most people are not comfortable walking along the shoulder of the highway. She said this trail would make a big difference and she hopes something can be done to fund the project.

Rich Hedges, San Mateo, said he is against extending deadlines. He said 23 applications were submitted on time. He said he serves on a State board that spends a fortune on reconsideration of cases where people don't show up at hearings, but they are strict on deadlines for appeals. He said if the TA relaxes the rules on meeting deadlines and time limits, it would face similar issues.

Andrew Boone, C/CAG Bicycle and Pedestrian Advisory Committee, said he was not able to get a list of these projects until this morning and it was not much time to review the projects and put together his opinions to share with the Board. He said a city would provide the public with the information 72 hours before of the meeting. He said public input should be listened to and staff would benefit from hearing from more members of the public.

Chair Matsumoto said there will be another opportunity to come before the Board before the projects are approved. She said the TA Board invited Steve Schmidt to represent C/CAG on the evaluation committee.

Director Foust said she would like to find additional money for the 11<sup>th</sup> project and would not move any of the top 10 off the list. She said the Board got the list this morning as well and everyone has a month to review the list before the Board votes on it.

Director Horsley said he's not surprised about the number of people who signed the petition for Portola Valley because that city has a lot of people biking and walking through that community. He said the Board found additional funding for the Alpine Road/Interstate 280 project, which did not originally make the cut.

### **Update on Measure A Strategic Plan 2014-2019**

April Chan, Executive Officer, Planning and Development, said

- The Measure A Expenditure Plan requires the TA put together a Strategic Plan before starting the allocation process and it needs to be updated every five years. It provides a policy framework for funding allocation in the various categories.
- The 2009 Strategic Plan:
  - Was developed through a public participation process
  - Defined programming and allocation policies
  - Developed fund management principles
- The scope of the update includes:
  - Reviewing accomplishments from the last five years
  - Assessing what worked and what needs improvement in the programming and allocation process
  - Developing program priorities for the next five years
- The proposed planning process includes:
  - TA Board subcommittee to provide policy direction to staff
  - Consultant support to help staff put together the plan
  - C/CAG Technical Advisory Committee and TA CAC outreach
  - Public outreach to cities and other entities that receive TA funding
- Proposed schedule includes:
  - Plan development from April to August
  - Draft plan review with the Board and stakeholders in September
  - Board adoption of the final plan in October or November

Director Nagel asked how the 2001 Countywide Transportation Plan relates to the TA Strategic Plan. Ms. Chan said C/CAG's Countywide Transportation Plan contains program priorities and the TA is the funding mechanism for some of those projects.

Director Nagel said the progress report should be made available to the public. Ms. Chan said it will be posted online.

Director Horsley said the staff report states the cost of 2009 Strategic Plan update to be up to \$175,000. Ms. Chan said that cost is for the new plan.

### **Update on State and Federal Legislative Program**

Seamus Murphy, Director, Government and Community Affairs, provided the following update:

#### State

The Cap and Trade funding proposal the governor put forward includes the Rail Modernization Program. The TA supports the connectivity piece. He said the way it has been structured as a competitive program, not a formula program is ideal for Caltrain. The TA will also support the increase in the overall amount of funding available for regions to implement sustainable communities strategies. There is only \$100 million proposed, which is not enough to allow regions to move forward with the plans and projects they will need to implement to comply with Assembly Bill 32 and Senate Bill 375. He said \$400 million is available from last year that the governor loaned to the General Fund that still needs to be paid back.

#### Federal

Mr. Murphy said a notice of funding availability came out for the Transportation Investment Generating Economic Recovery Program. It is oversubscribed, but funds a lot of important projects. The TA has projects in San Mateo County that would compete well. Staff needs to work with the region to advance the projects through a process and get consensus on which projects to put forward for consideration.

The president's budget was released for FY2015 and includes a \$302 billion, four-year reauthorization proposal. He said the funding mechanism is a business tax on companies' overseas earnings that would generate about \$276 billion, of which \$150 billion would go to infrastructure. If there are other proposals or revenue measures that would fully fund the Highway Trust Fund, the president would consider them.

### **Capital Projects Quarterly Status Report – 2nd Quarter Fiscal Year 2014**

Joe Hurley, Director, Transportation Authority Program, said no changes have been made to the stop lights on scope, schedule, budget, or funding from the first quarter.

### **REQUESTS FROM THE AUTHORITY**

Director Patridge thanked Jeff Gee, District Board chair, and Mark Simon, Executive Officer, Public Affairs, for providing a report at the Council of Cities meeting.

### **WRITTEN COMMUNICATIONS TO THE AUTHORITY**

No discussion.

### **REPORT OF LEGAL COUNSEL**

No report.

### **DATE AND PLACE OF NEXT MEETING**

April 3, 2014 at 5 p.m. in the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> floor, 1250 San Carlos Avenue, San Carlos CA 94070

Meeting adjourned at 6:23 p.m.



Here is the report for Tuesday evening's meeting of the CAC:

(TA Item 4a) The CAC reviewed the TA's Minutes of February 6 without comment.

(TA Item 4b) The CAC supported the Acceptance of the Statement of Revenues and Expenditures for January 2014.

(TA Item 4c) In reference to the receipt and filing of Measure A Program Status Report, the CAC had no comment.

(TA Item 10a) The CAC supported the Reallocation of \$100,000 in Original Measure A Caltrain Program Funds for the Hillsdale Station Area Project to the Peninsula Corridor Joint Powers Board.

(TA Item 10b) After a thorough discussion centering on what advantages the TA would receive from awarding a new 5 year contract to a relatively newly established firm, instead of keeping our current State Legislative Advocates with our original 3 year contract terms, the CAC voted to support the award of a Contract to Khouri Consulting for State Legislative Advocacy Services for a Firm-fixed Price of \$223,008 for a Five-year Term.

(TA Item 11a) We were pleased to receive a report on the Pedestrian and Bicycle Program Call for Projects from Joel Slavit, Manager, Programming and Monitoring. We were also pleased to see representatives from the City of San Mateo and the Town of Portola Valley that submitted projects for funding consideration. They expressed their excitement with the process and acknowledgment and appreciation of all the work that goes into this effort.

However, during the review of those same results, it was pointed out that the CAC would have liked to have seen a more information on the individual aspects of the point scoring, as one project fell below the cut off line because they received 1/10th of a point difference from a project that is recommended for funding.

One member of the CAC requested that a candidate project that missed the submittal deadline be considered while others felt that we should not ignore deadlines and were comfortable not considering projects that missed the deadline.

(TA Item 11b) We were very pleased to receive a comprehensive update on Measure A Strategic Plan 2014-2019 from April Chan, Executive Officer, Planning and Development, covering the proposed scope, process and schedule of same.

(TA Item 11c) We also received an excellent update on both the State and Federal Legislative Programs once again from Government Affairs Officer, Schweta Bhatnagar.

(TA Item 11d) We reviewed the Capital Projects Quarterly Status Report for the 2nd Quarter of Fiscal Year 2014 from Joe with very few comments or questions.

In my own report to the CAC, I reported the following:

1. We have 5 CAC terms expiring on May 31, 2014 which need to be filled, in addition to one partial CAC term expiring on May 31, 2015 to be filled also. Those are the terms of Jim Bigelow, Rich Hedges, Randy Hees, Larry Shaine, William Warhurst and the remaining term of Daniel Mensing, who left the CAC at the beginning of this year. Applications are due by April 4th.
2. On February 22nd, CAC members Jeff Londer, Jim Bigelow, Daina Lujan and I attended an all-day Transportation Choices and Healthy Communities Summit in Palo Alto. Daina Lujan was a presenter in a breakout session on Safe Routes to Schools. Our Executive Director, Michael Scanlon was also a presenter at the conference that day.

In one of the breakout sessions, Transform discussed the possible appearance of Optimized HOT lanes in our county that would run along the 101 Corridor from the San Mateo/Santa Clara County Line to I-380... However, this information appeared to be received with mixed reviews for a variety of reasons.

3. Google announced on February 7th that its pilot program for ferry services to Redwood City has come to an indefinite end. When and if they resume operations remains to be seen. However, at the same time Google was ending ferry service, Facebook was beginning its own pilot program on February 4th running a ferry from Pier 40 in San Francisco to Redwood City.

The commute catamaran will run one round-trip per day on Tuesdays and Fridays and is set to be a 90-day trial. San Francisco and Redwood City each charge \$95 for daily docking fees. Redwood City also charges a \$1.75 fee per passenger.

4. Devil's Slide Trail is due to open on March 22nd.

5. Public Meetings are due to be held on Caltrain's Electrification EIR. There are 4 public meetings scheduled to be held on the following dates at the following locations:

March 18th Caltrain offices in San Carlos; April 2nd-Redwood City Library; April 7th- San Jose Main Library and April 9th-UCSF Mission Bay at Genentech Hall. Deadline for public comment is April 29th.

In Joe's report to the CAC he advised us that the staff has met with CCAG and Transform concerning the feasibility of having any Optimized HOT lane in this County. He also said the public comment period on the 92/El Camino Real Interchange is now closed.

Respectfully submitted,

Barbara Arietta  
Chair, San Mateo County Transportation Authority, CAC